Children's Mental Health Waiver

Provider Procedure for: Annual Recertification Process

Implementation Date: 7/1/06

Revision Date: 9/1/07

Overview

Service providers for the Children's Mental Health Waiver are required to renew their certification on an annual basis from the initial date of their certification approval. This date is found either on the *Approval of Application for Waiver Service Provider* form (WA-14) **OR** the Waiver Provider Certification Training Certification of Completion – whichever is the latest date.

Service providers are notified in writing by the Waiver Program of their upcoming recertification approximately 30 days prior to the expiration date.

Service providers must submit required recertification documentation to the Waiver Program <u>at least 10</u> working days prior to their certification expiration date.

Waiver Providers Roles and Responsibilities

ALL Waiver Providers will:

- Receive written notification regarding re-certification from the Waiver Program.
- Gather, copy, and prepare to submit the following documentation (for a 3-month time period for one youth served):
 - ISP Waiver Service Objective(s) (FCT-1)
 - ISP Behavior Support Plan(s) (FCT-6)
 - Corresponding progress notes (FCT-3)
 - Corresponding data collection forms (as designed by provider)
- Prepare and submit completed Provider Continuing Education Tracking Record (WA-11) <u>with attached copies of training certificate or agenda for each item listed.</u>
 - Family Care Coordinators = 10 hours/certification year
 - o Family Trainers, Youth Trainers, and Respite Care providers = 8 hours/certification year
 - Individuals certified to provide multiple waiver services (not including Family Care Coordination) = 9 hours/certification year.
- Submit an updated Provider Information form (WA-8) if any information has changed since initial certification or last re-certification.
- If applicable, complete and submit the Notice of Conviction form (WA-10) to report misdemeanor, felony, and/or substantiated abuse/neglect charges within the current certification period (12 months).
 - Failure or lack of reporting may jeopardize provider re-certification.
- Attach applicable documentation as listed above to the Re-certification Checklist (WA-13) form provided by the Waiver Program.
 - Review all forms to ensure the provider name and agency affiliation (when applicable) is noted.
- Submit the recertification packet to the Waiver Program <u>at least 10 working days prior to the identified certification expiration date</u> (as noted on the written notification from the Waiver Program).
 - The mailing address is noted at the bottom of the checklist.

- Notify the Waiver Program:
 - With questions or problems
 - In writing of intent to waive recertification and no longer be considered as a service provider for the Children's Mental Health Waiver.
- Maintain written notifications received from the Waiver Program.

The Waiver Program will review the packet against established recertification requirements and submit to the provider written approval or denial of recertification.

<u>If an incomplete recertification packet is submitted</u>, the Waiver Program will identify missing components the provider may submit for consideration.

• This information must be submitted to the Waiver Program within 5 working days of the denial notice date.

<u>If recertification is approved</u>, a new calendar year begins for continuing education hours and all other recertification requirements.

If recertification is denied, a reason will be given relating to:

- Recertification information submitted after expiration date
- Obtaining less than required number of continuing education hours for service certification
- Notice of conviction reports information relating to or resulting in program screening criteria used for initial provider certification fingerprint and background checks